

**LUCY ROBBINS WELLES LIBRARY
BOARD OF TRUSTEES MEETING
MAY 9, 2016**

BOARD MEMBERS IN ATTENDANCE

Chris Bieszczad (arrived at 7:10 PM), Paul Crosswaith, Dennis Doyle, Anna Eddy, Patty Foley (arrived at 7:20 PM), Judy Igielski, Iris Larsson, Lloyd Lirio, Maureen O'Connor Lyons, LeeAnn Manke, Kris Nasinnyk, Pam Raynock, Neil Ryan, Diane Stamm, Ellen Vessella

STAFF

Lisa Masten, Library Director
Karen Benner, Assistant Library Director
Gail Whitney, Secretary for the Board

TOWN COUNCIL LIAISONS ABSENT

Jim Marocchini
David Nagel

FRIENDS ABSENT

Terri Buganski

CALL TO ORDER

The meeting was called to order by Diane Stamm at 7:01 PM.

I. ROLL CALL

II. PUBLIC PARTICIPATION

There was no Public Participation.

III. SECRETARY'S REPORT/COMMUNICATIONS

Judy had no report.

IV. APPROVAL OF MINUTES

MOTION: Anna Eddy made a motion to accept the minutes of April 11, 2016, Maureen O'Connor Lyons seconded the motion, and the motion to accept the minutes of April 11, 2016 as amended was approved with a 10-0 vote, with Neil Ryan, Kris Nasinnyk, and Ellen Vessella abstaining as they were not in attendance at the March meeting.

V. REVIEW OF ANNUAL ACTIVITIES CALENDAR

Diane thanked everyone who attended the 5K Race Committee meeting this evening and asked that anyone who is available to volunteer at the race on Sunday should be there between 7:00 and 7:30 AM, or anytime throughout the morning as help will be needed until approximately noontime. The Annual Activities Calendar for the month of May includes the 5K Race, committee assignment forms and the Library Directors' evaluation form, should be returned immediately. The Friends Book Sale will be reported on under that report.

VI. TREASURER'S REPORT

LeeAnn reported that Lynn Caley has been making the deposits for the 5K Race money. LeeAnn is making herself familiar with the Treasurer responsibilities and is very thankful to Jeannette, Lisa, Karen, and Lynn for all of their assistance. LeeAnn did some research at Best Buy on buying a laptop for the Treasurer and found it to be in the \$750-\$1,200 range which would not include QuickBooks.

VII. LIBRARY DIRECTOR'S REPORT

Lisa reported that Robin Stump is leaving today for a job at the Rocky Hill Library; therefore, her position will be advertised. National Library Week was held during April school vacation and there were many programs and attendance was up. She showed the Board Library BINGO which has been available for the patrons and the staff; the drawing for a prize will be at the end of the month. Summer Reading will begin on June 18th and has an exercise theme. The Friends grossed \$14,389 which is up approximately \$2,000. The Friends Annual Meeting will be on June 8th with Cheri Miller as entertainment providing a musical tribute to the Beatles. Diane asked Board members to try and attend the Friends Annual Meeting as they do so much for the Library. Lisa reported that the State's delivery system is still having issues and patrons are now limited to a total of five holds due to the backlog. The State is somewhat blaming the consortium that the Lucy Robbins Welles Library is part of, along with 30 other libraries. The Library is offering a new service: QuickFlicks which has new bestseller DVDs available for a three day rental.

VIII. ASSISTANT LIBRARY DIRECTOR'S REPORT

Karen reported that the Connecticut Libraries' Passport program ended April 30th with 332 participants which is a big increase from last year. Hands-on computer programs with Microsoft, Excel, and PowerPoint have all been going well with the next program scheduled for May 19th on Basic Excel; Basic PowerPoint will be held in June.

IX. FRIENDS OF THE LIBRARY

Lisa reported on the Friends Book Sale and the Friends Annual Meeting during her report.

1. Terri Buganski Report

Terri was not in attendance.

2. Board Liaison Report

Judy attended in April, and Neil will attend in May.

X. COMMITTEE REPORTS

Kris reported that the Committee met in April and the topic of conversation was the ability for a Board member to call into the meeting if they are not available to attend in person. It was understood that only two people can call in at one meeting, however Chris stated there is a website that allows free conference calls. Kris stated that there has to be a lot more coordination between the Town and the Library for this process to take place. Kris indicated that Chris was very helpful technology-wise with this discussion that is a work in progress. Diane thanked them, and asked that Paul and Chris work together on this. She also stated that this does not mean that Board members should not attend meetings in person, it is just when a Board member is absolutely unable to attend in person. She went on to say that the

attendance record for Board members is realistically embarrassing, and asked that if a Board member is unable to attend a Board meeting to please email or call her, Lisa, or Karen.

B. Investment Committee

Neil distributed copies of the quarterly reports to the Board. He reported that the Investment Committee met with Carol Pekar-Miller and Dean Spata on April 27th; Carol is retiring and transitioning her accounts to Dean. Dean has suggested in the past that a written policy statement be created on managing these funds. Dean also suggested having Vanguard manage the Library's funds as there are six Vanguard funds in existence, along with one Oakmark fund. Dean has indicated that he will continue to advise the Library Board and Neil stated it would be the same type of arrangement as has taken place with Carol over the years, however he will check with Dean to see if the financial arrangement will remain the same. Maureen commented on the template for the policy statement that Dean provided the Investment Committee and suggested that this be reviewed. LeeAnn commented that the Board has a fiduciary responsibility with the Library funds.

C. House Committee

Lloyd had no report.

D. Facility and Site

1. Report on Library Renovation Committee May 3 meeting

Maureen reported that the Town Hall Renovation Expansion Committee met on May 3rd and once again was a very good meeting. An RFP has been sent to two people: Maxine Bleweis, and Leslie Burger. Both responded with more information than was needed and the Committee asked that they pare down their proposals and resubmit by May 12th. The consultant chosen will work on feasibility and help focus on salient points on the building plan that should be submitted to an architect. Newell Stamm, chairperson of this committee, would like to have this in place to bring to the Town Council. Dave Langdon, Facilities Director has been attending these committee meetings. Diane commented that she received a phone call from Town Councilor Jim Marocchini and he asked her how the Board would feel combining the projects with the Town Hall and the community center. The Board all commented that the Library should continue to be a separate project from the Town Hall and community center. Iris stated that the ownership of the Library building needs to be protected. Anna commented that this type of project has already been looked at. Maureen commented that the Library Renovation Expansion Committee is working for the Library and is on the right track.

E. Fund Development/Legacy Society

Anna reported that nothing has been done since the PowerPoint presentation at last month's Board meeting. She will get something together and out to the committee members.

F. Budget

Patty reported that the budget was ratified and set to ink. She thanked everyone who spoke up for the Library.

G. Technology

Paul had no report.

H. Nominating Committee

Maureen received the forms from everyone.

I. Communications Committee

Patty reported that this will get going again now that the budget is over.

XI. OLD BUSINESS

1. Race Committee 2016

The 5K Race Committee met this evening, and is all set for Sunday, May 15th - it is the 20th year of the race. Neil stated it is humming on all cylinders and are good to go. There are 164 registrants to date. He asked that everyone who wants to help in the morning be there between 7:00 and 7:30 AM, and throughout the day, finishing up around noontime.

XII. NEW BUSINESS

1. Annual Meeting

The Board discussed holding the Annual Meeting on Sunday, September 18th along with the Hanel Concert; however it was decided to hold the regular meeting on Monday, September 12th, followed by the Annual Meeting. The Hanel Concert will be scheduled for another date and not at the same time as the Annual Meeting. Maureen volunteered to handle the refreshments for the Annual Meeting.

2. Hanel Concert

The Hanel Concert will be held on Sunday, September 18th. Neil will ask the Friends if they would once again assist with refreshments at the Hanel Concert.

LeeAnn commented that she, along with Karen Benner, attended the Board of Education's Strategic Planning Session on Friday, May 6th and that there was much discussion about outside communication between the schools, the public, and the library. Karen commented that a joint program is in the works with the high school's technology academy and the library.

XIII. PUBLIC PARTICIPATION

There was no Public Participation.

XIV. ADJOURNMENT

MOTION: Maureen O'Connor Lyons made a motion to adjourn, Lloyd Lirio seconded the motion, all were in favor, and the motion to adjourn was unanimously approved at 8:47 PM with a 15-0 vote.

The next Board of Trustees meeting is scheduled for Monday, June 13, 2016 at 7:00 PM.